

Youngstown Community School Teacher Job Description

Salary

Commensurate with experience; medical, dental and vision benefits; 3 personal days and 15 sick days. This position is 7 hours per day and 182 days per year.

Qualifications

1. Bachelor's Degree with teaching license.
2. Highly qualified.
3. Working knowledge of various computer applications.
4. Ability to communicate effectively and courteously with students, families and colleagues.
5. Possess high moral character.
6. Maintain an excellent attendance record.
7. Ability to operate basic teacher equipment and copiers.

Job Goal

To teach all students at the assigned grade level the required curriculum for each student to be successful. Applicant must be willing to become familiar with all current policies & procedures.

Job Responsibilities

1. Implement and maintain the approved course of study.
2. Follow the school's curriculum incorporating the teaching of Ohio New Learning Standards.
3. Collect and organize materials for student learning experiences and activities.
4. Integrate technology into instructional program and demonstrate professional use.
5. Implement school policies and procedures.
6. Evaluate the progress of each student on a regular and continuing basis.
7. Record and maintain student attendance records.
8. Make parental contacts when needed and/or arrange conferences as needed.
9. Prepare clear and complete weekly lesson plans and submit weekly unless otherwise instructed.
10. Maintain an attractive classroom conducive to learning experiences.
11. Create a positive, structured learning environment to ensure students observe the school's values program, high expectations, and strict code of conduct.
12. Maintain appropriate classroom discipline and order.
13. Arrive on time in accordance with established policies.
14. Assist with safety and discipline in the entire building through supervision as assigned on building schedule.
15. Consult with other staff members, paraprofessionals, supervisors, and administrators as needed.
16. Work as a team with grade level teachers.

17. Commit to continual professional growth, and act as a coach to other teachers on the team in areas of personal expertise.
18. Attend and participate in staff meetings, in-service education meetings, IEP meetings, etc.
19. Complete forms and/or provide data needed by the administration for reporting purposes and/or program planning.
20. Perform other duties assigned by Director and/or Principal.

Reports to

Principal and Director

Evaluation

Performance of this job will be evaluated by the Principal or Director on an annual basis.

I have read and understand the responsibilities and qualifications of this job.

Employee Signature

Date

Printed Name

Supervisor Signature

Date

Printed Name